



CLERK OF CIRCUIT COURT
ADMINISTRATIVE SERVICES DIVISION

Milwaukee County

JOHN BARRETT • Clerk of Circuit Court/Register in Probate

CONFIDENTIALITY AGREEMENT

This confidentiality agreement is to be signed by employees of the Clerk of Circuit Court who have access to the Wisconsin Court System's automated circuit court case management system (CCAP), Clerk of Circuit Court files, employment records, information subject to HIPPA privacy restriction or other information that would be acquired through the course of their employment. The purpose of this agreement is to outline an employee's responsibility with respect to circuit court records and to ensure that the employee understands and acknowledges these responsibilities.

- 1) Upon the approval of the Clerk of Circuit Court or designee, an employee may be granted access to the CCAP system, court files or other technical environments for work purposes only.
- 2) No employee may view confidential or restricted information stored on any court system database/file for non-work related purposes. An employee may not disclose confidential or restricted information except as required for work. An employee may disclose aggregate data on confidential and restricted cases for authorized purposes such as statistical analysis and management reports. An employee may discuss individual case information on confidential and restricted cases for authorized purposes only.
- 3) The document "Confidentiality of Circuit Court Record Information" is attached and will be reviewed by the employee.
- 4) Employees will use access to the CCAP system or other work technical environments only as needed to perform job duties. Access privileges may be rescinded at any time.
- 5) Employees granted access to CCAP and other data must protect their userID and password at all times from unauthorized use. Under no circumstances will an employee share a userID or password with another individual.

Failure to adhere to this policy will result in disciplinary action, up to and including termination of employment.

I have thoroughly read this policy and agree to adhere by the terms outlined herein.

Employee Name (signature and print name)

Date